



Weber County

Weber County Planning Division
webercountyutah.gov/planning
2380 Washington Blvd., Suite 240
Ogden, Utah 84401
Voice: (801) 399-8374
Fax: (801) 399-8862

Vacating Roads, Easements, and Subdivisions

Road vacation is a process governed by state law whereby Weber County considers whether to retain the public's interest in road rights of way, e.g., the right of the public to use an existing road or right of way.

There may be rights and interests of private individuals and utility companies that will remain, e.g., if utilities are located in the right of way, these easements will be retained. If approved, this can result in the vacated road becoming part of the abutting owners' property. Road vacation does not necessarily remove all encumbrances from the area vacated.

A pre-application meeting is required prior to application submittal; please call (801) 399-8374 to make an appointment. Date of pre-application review meeting: _____ Time: _____

- **Staff member assigned to process application:** _____

APPLICATION DEADLINE: Thirty (30) days prior to the applicable Planning Commission meeting

The Western Weber County Township Planning Commission holds their meetings on the 2nd Tuesday of the month.

The Ogden Valley Township Planning Commission holds their meetings on the 4th Tuesday of the month.

Fee Schedule

Fee Required _____

- Road, easement, and subdivision vacations

Planning Fee: \$385.00

Engineering Fee: \$115.00

Surveyor Fee: \$400.00 per plat; or 150 per ordinance

Application Submittal Checklist

The Planning Division will only accept complete applications with supporting documents as outlined below. Submitting an application does not guarantee that this application will be placed on the next Planning Commission agenda.

The following is required as part of the application form submittal:

- ☐ Complete Application Form
- ☐ A non-refundable fee made payable to Weber County (See *Fee Schedule*)
- ☐ Obtain signature of the owner(s) on the application and any authorized representatives
- ☐ Vacating a subdivision or phase of the subdivision, requires a petition signed by all lot owners requesting to vacate the subdivision (or phase of the subdivision), or a lot within the subdivision as per Utah Code 17-27a-608.4b. (As per Utah Code 17-27a-608.1b(ii), without the petition from all lot owners within the subdivision or phase of the subdivision, then a public hearing is required)
- ☐ Vacating easements will require approval from Weber County Engineering. Utility companies are notified of the vacation. If the utility company does not contest the vacations the easement will be vacated by legislative action.
- ☐ Vacating a road will require a letter of support from the Weber County Engineering and Surveying Department



Weber County

Approval Process

The Planning Division will forward a copy of the request to vacate to the review agencies for any comments. The Planning Commission will have to make a recommendation to the County Commission to vacate any subdivision or lot within a subdivision, with the recommendation given at the same time the Planning Commission makes a recommendation to approve an amended subdivision plat. This recommendation is then forwarded to the County Commission, who holds a public hearing to vacate a subdivision or a lot within the subdivision.

Vacating a road, easement, or subdivision requires an ordinance, approved by the County Commission.

For Your Information

The vacating application is online at the following Planning Division web site:

<https://webercountyutah.gov/planning/files.php>

Copies of the applicable Weber County Zoning Ordinances and other helpful information are also available at this web site.

Weber County Vacation Application

Application submittals will be accepted by appointment only. (801) 399-8374. 2380 Washington Blvd. Suite 240, Ogden, UT 84401

Date Submitted / Completed	Fees (Office Use)	Receipt Number (Office Use)
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Requesters Contact Information

Name		Mailing Address
Phone	Fax	
Email Address		Preferred Method of Written Correspondence <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail

Property Information

Address	Land Serial Number(s)
Vacation Request <input type="checkbox"/> Easement <input type="checkbox"/> Road <input type="checkbox"/> Subdivision <input type="checkbox"/> Subdivision Lot	Current Zoning
Subdivision Name	Lot Number(s)

Project Narrative

Property Owner Affidavit

I (We), _____, depose and say that I (we) am (are) the owner(s) of the property identified in this application and that the statements herein contained, the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge.

(Property Owner)

(Property Owner)

Subscribed and sworn to me this _____ day of _____, 20 _____,

(Notary)

Authorized Representative Affidavit

I (We), _____, the owner(s) of the real property described in the attached application, do authorized as my (our) representative(s), _____, to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the County considering this application and to act in all respects as our agent in matters pertaining to the attached application.

(Property Owner)

(Property Owner)

Dated this _____ day of _____, 20 _____, personally appeared before me _____, the signer(s) of the Representative Authorization Affidavit who duly acknowledged to me that they executed the same.

(Notary)